

Technical Branch
Inspection Group
Code Compliance Series

ASSOCIATE CODE COMPLIANCE INSPECTOR

10/00 (REB)

Summary

Under general supervision, support and participate in activities as assigned to ensure compliance with environmental, zoning, licensing and related Municipal Code provisions.

Typical Duties

Conduct or attend on-site inspections of privately owned properties. Involves: receiving and acting upon complaints from the general public; advising property owners, their agents, developers or other interested parties of corrections needed to comply with established standards; making or assisting in follow-up inspections to determine whether specified corrections have been made; conferring with property owners and the general public to explain ordinances at issue, and department policies and procedures; preparing and sending out standardized notices of violations; gathering evidence, filing complaints and otherwise collaborating with the City Prosecutor as requested; testifying in court to secure compliance with pertinent ordinances, policies and procedures; issuing citations as authorized; maintaining files and preparing reports on pertinent documentation.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory stores or inventory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; attending field or classroom instruction, as designated, for the purposes of professional development engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. equivalent plus one (1) year of general work experience involving public contact or general office work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: city code requirements relating to environmental, zoning and licensing regulations; City geography; customer service techniques.

Ability to: demonstrate understanding of and follow training instructions, and regulatory and reference materials; interpret and recognize zoning setbacks and property lines from construction drawings; express oneself clearly, orally and in writing; issue citations for violations of Environmental, Zoning, Licensing and related ordinances firmly, impartially and tactfully; follow safe work practices; maintain files and prepare reports.

Physical Effort and Work Environment: Frequent: moving across uneven terrain; exposure to normal weather conditions; stooping, bending, kneeling and climbing; driving through city traffic to make field inspections.

Licenses and Certificates: Valid Texas Class "C" Driver's License, or equivalent issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, extended hours, shift work and irregular schedules as necessary to meet operating needs.

Director of Personnel

Department Head